



Human Resources

DATE POSTED: March 11, 2005

REQ. # 05-064

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-11-05 TO 03-17-05, but will remain open until filled.

DEPARTMENT/DIVISION
VETERAN SERVICES
POSITION AVAILABLE
VETERAN SERVICE OFFICER II
OF OPENINGS
1
STARTING SALARY
\$ 12.71 / hour
COMMENTS
Driving Position
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 667
PAY GRADE 14
SALARY: \$12.71 - \$19.39
VETERANS SERVICE OFFICER II

MAJOR FUNCTION: Specialized administration work advising, counseling, and assisting veterans in matters pertaining to their rights and benefits under various federal and state statutes.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of the law, rules, and regulations governing veteran's benefits under federal and state statutes. **Abilities/Skills:** Ability to exercise good judgment in counseling and assisting in the solution of veterans' problems. Ability to enlist and retain the respect, confidence, and cooperation of veterans and veteran's agencies. Ability to interpret and enforce various federal and state statutes dealing with veteran's affairs. Ability to establish and maintain effective working relationships with superiors, coworkers, veterans, their dependents, civic groups, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Basic typing skills required.

Ability to counsel and assist individuals with discretion. Ability to work in conjunction with professional, medical and legal persons; possess relations and speaking abilities. Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger department or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team. Must be self-directed and work under a minimum of supervision.

ESSENTIAL JOB FUNCTION: Maintains communications with the veteran's community and all veterans' organizations, as well as the civic and business community. Acts as back up to Department Director in order to assist claimants with the more involved claims requiring a higher level of experience. Participates in and attends conferences and conventions relating to the field of veterans affairs so as to be current and knowledgeable on all matters affecting veterans' benefits. Must attend the Florida Department of Veteran Affairs annual re-certification training program. Advises and assists veterans or their dependents in presenting claims for disability compensation, pension, medical care, insurance, burial, vocational rehabilitation, loans, job counseling, and other claims for benefits which they may be entitled to under federal and state statutes. Prepares claim forms and briefs and assembles necessary information to establish the validity of the claim. Reviews claim information, briefs available records and evidence, and prepares resumes as needed. Contacts doctors and other individuals relative to furnishing official affidavits and evidence for individual claimants. Inputs information on assistance provided into computer program on a daily basis.

May participate in development of outlines for in-house training sessions as necessary to inform staff of new or changing laws regarding veteran benefits. Represents veterans before various officials as necessary to establish veterans claim. Prepares and presents talks to civic groups on matters pertaining to veteran's affairs. Contacts employers relative to employment opportunities for disabled veterans. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance workload.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to occasionally lift 30 lbs.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture. Off site work when counseling claimants residing in Assisted Living Facilities and/or Nursing Homes.

WORK HAZARDS: None

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Two-year degree from an accredited university or college.

EXPERIENCE: Two years responsible administration experience and minimum of one-year experience as a Veteran Service Officer. A comparable amount of training or experience may be substituted for the minimum education qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Must be an Honorably Discharged Veteran. Must have current accreditation from a Veteran Service Officer course. Valid Florida driver's license and a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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